

## CHAPTER 7 AERONAUTICAL AND SPECIAL PILOT RATINGS

### 7-1. AUTHORITY AND SCOPE

- a. **Applicable regulations.** CAP aeronautical ratings are regulated under the provisions of CAPR 35-6, *Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges*, paragraphs 1 and 5. In addition, special pilot ratings are granted under the authority of CAPR 60-1, *CAP Flight Management*, Chapter 3.
- b. **Approving authority.** CAWG/CC is the approving authority for all of the ratings covered in this chapter. The commander has delegated authority to award Solo Pilot ratings to the Unit Commander, and designated CAWG/DOV as the directorate responsible for reviewing all other aeronautical and special pilot rating applications and issuing ratings.
- c. **Scope.** This chapter describes an **INTERIM** procedure for applying for the CAP aeronautical ratings listed in CAPR 35-6; and the Check Pilot, Instructor Pilot and Cadet Orientation Pilot specialties listed in CAPR 60-1. This chapter will apply until such time as the automated Award facility programmed in the Member Information Management System (MIMS) is implemented. Application procedures for emergency services specialties for aircrews (i.e., mission pilot, transport pilot, mission observer, mission scanner) are contained in Chapter 8 of this manual. Do not combine applications for aeronautical ratings under this chapter with applications for emergency services ratings. Emergency services ratings are reviewed and approved by different staff sections at CAWG HQ.

### 7-2. APPLICATION PROCEDURES

- a. **Form.** Application for aeronautical ratings and pilot specialties covered by this chapter must be made on CAWGF 117, *Request for Aeronautical Authorizations*. This form should be computer-generated and transmitted via email attachment through the approval process. A Microsoft Word template of the form may be downloaded from the CAWG Web Site at <http://www.cawg.cap.gov/html/Pubs/forms.htm>
- b. **Action by Member or Unit Designee.** Fill out the header information and Name, Grade and CAPID of the applicant. Place a check or "X" in one or more boxes (Pilot, Cadet Orientation Pilot, Observer, etc.) as appropriate to the rating or designation being sought. Submit the form via email attachment to the Unit Commander for approval.
- c. **Action by Unit Commander.** Enter the Name of the Chair, Title and Date of Approval by the Unit Mission Crew Certification Board. Enter the Name, Title and Charter of the Commander, and Date of Approval. If the application is disapproved, state the reason in the Remarks, and return the application for corrective action. If the application is approved, forward by email attachment to the group commander.
- d. **Verification and certification.** Unit commanders endorsing CAWGF 117 for approval of aeronautical ratings are personally responsible for examining the applicant's credentials

and other documentation. The unit commander's endorsement certifies that the commander has personally done this, that the information submitted is true and correct, that copies of all documentation are current and on file in the member's records, and that all appropriate entries have been made, verified and/or approved in MIMS.

- d. Action by Group Commander or Designee.** Review CAWGF 117 for completeness. Check qualifications and certification of member in MIMS. Enter the Name, Title and Charter of the Commander and the Date of Approval/Disapproval. If the application is disapproved, state the reason in Remarks, and return the application to the originating unit for further action. If approved, forward the CAWGF 117 by email attachment to CAWG/DOV at [DOV@cawg.cap.gov](mailto:DOV@cawg.cap.gov).
- e. Action by CAWG.** CAWG/DOV should review CAWGF 117 for completeness, and verify that applicant qualifications and certifications are posted to MIMS. Designation is granted by CAWG/DOV, entering his Name, Title and Charter in the signature block, checking Approved, and posting the Date and Control Number of the action from his control log. The CAWGF 117 will be returned to the unit via email after review and action. Rejected applications will be returned with an explanation of the reason for rejection.
- f. Action at Unit.** A copy of the approved CAWGF 117 should be retained permanently in the member's personnel/pilot file. The member should keep the original approved form in a personal file maintained by the member.
- g. Supporting documents.** Supporting documents are not required to be forwarded with the request, except in the case of applicants for Instructor Pilot, Check Pilot, Mission Check Pilot, and for those members assigned to Charter CA001. When required, supporting documents are attached to a paper version of the CAWGF 117, and the package is transmitted through channels by fax or US Mail.

### 7-3. PILOT CURRENCY

- a. Currency requirement.** To maintain current flying status in CAP, each pilot must annually obtain a CAPF 5 check ride, completed IAW CAPR 60-1. Documentation of this flight check in addition to other documents of a time limited nature (Medical certificate, Biennial Flight Review, etc.), **are to be filed in the member's personnel or pilot file at the unit of assignment.** It is no longer necessary to provide copies of these documents to CAWG/DOV, unless the member is an Instructor Pilot, Check Pilot or Mission Check Pilot. In these cases, copies of each document will be faxed or mailed to CAWG/DOV for file.

- b. Form 5 package.** The following documents constitute a Form 5 package. For those members who are required to provide paper documentation to CAWG/DOV, the package should be assembled as follows:
1. CAPF 5, completed and signed by the check pilot and unit DO.
  2. CAWGF 118, Pilot Data Summary, brought current since last submission.
  3. Aircraft Data Summary for each aircraft the pilot is qualified to fly, and for which a CAPF 5 has previously been completed. **Note:** Aircraft Data Summaries for all aircraft the pilot flies are required with every Form 5 every year, even if no flight is required.
  4. Statement of Understanding.
  5. Completion certificate printed from HQ CAP on-line examination (at <https://tests.cap.af.mil/ops/tests/default.cfm>); completed Form 5 Test; or answer sheet used for the Form 5 Test. The check pilot should sign and indicate the score on locally administered and scored tests.
  6. Copies of these credentials, all current:
    - (a) FAA pilot certificate.
    - (b) FAA medical certificate.
    - (c) Logbook page showing certification of BFR or equivalent (e.g., instrument proficiency check).
    - (d) CAP membership card.
    - (e) Copy of certificate indicating completion of *National Check Pilot Standardization Course*, for check pilots only.
- c. Submission method.** The Form 5 package, with the Form 5 on top, may be submitted directly to CAWG/DOV via fax or US Mail.
- d. Additional aircraft checkouts.** The Form 5 package is required for every aircraft in which the pilot obtains a CAPF 5, including a complete set of aircraft questionnaires for all aircraft in which the pilot has previously passed a CAPF 5 check flight. The pilot's file is then updated IAW CAPR 60-1, using the latest CAPF 5 and copies of previous Forms 5 and 91 as described in CAPR 60-1.

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